

Memorandum



Date: August 31, 2005

To: All Department Directors
And FAMIS Liaison Personnel

From: Blanca Padron, Controller
Finance Department

Subject: Year-End Closing Package September 30, 2005

Attached is your **2005 Year-End Closing Package**, which explains the procedures that need to be followed and the forms that need to be completed. Please adhere to instructions printed on each form. You can access the 2005 Year-End Closing Package at http://intra.co.miami-dade.fl.us/finance_forms/home.htm.

Please note there are new forms required for fiscal year 2005-2006, the following summarizes the forms that will need to be returned to Finance with the corresponding dates:

Forms	Submission Date
FAMIS Liaison	September 19, 2005
FEMA Liaison	September 19, 2005
Accounts Payable Authorized Signatures	September 26, 2005
Petty Cash	September 26, 2005
Travel Authorized Signatures	September 26, 2005
Wire Transfers	September 26, 2005

Thank you for your cooperation.

BP:MM:md
Attachments